

**JOB ANNOUNCMENT**

**Supervisor of Personnel Administration**

**Chicago Department of Aviation**

**Administrative Leave/Safety Management Administration**

**Number of Positions: 1**

**Starting Salary: $80, 628.00**

**ESSENTIAL DUTIES**

·         Oversee the team, administration, and management of CDA's leave programs, including compliance.

·         Ensure full performance level case management work for qualified employee leaves of absence under the Family and Medical Leave Act (FMLA).

·         Administration and management of the Workers Compensation program and compliance.

·         Serve as lead contact with Workers Compensation Vendor.

·         Update and create Standard Operating Procedures.

·         Tracking duty disability claims trends/reporting operational cost/preventive initiatives and reports.

·         Tracking FMLA Intermittent leaves trends and generating reports.

·         Management of CDA’s Reasonable Accommodation request.

·         Generate on-demand Business Objects Reports.

·         FOIA/Subpoena request.

·         OSHA reporting and compliance reports.

·         Conduct official exit interviews for tracking transition, reporting, ensuring retrieval COC/CDA property.

·         Prepare for and represent the CDA-HR in unemployment hearings.

·         Participate in special personnel projects or initiatives that involve multiple stakeholders.

*Additional duties may be required for this position.*

Location:  **Chicago Department of Aviation**

Address:  10510 W. Zemke Road, 2FL, Chicago

Shift:        Monday - Friday

Hours:      8:30 AM - 4:30 PM

**THIS POSITION IS EXEMPT FROM THE CAREER SERVICE**

**Qualifications**

Graduation from an accredited college or university with a bachelor’s degree in Human Resources management, Business Administration, or a directly related field, plus four years of professional personnel experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience.

**NOTE: The candidate selected for hire must pass an airport background check and a Security Threat Assessment (STA).**

**A valid State of Illinois driver’s license is required.**

**SELECTION REQUIREMENTS**

This position requires applicants to complete an interview.  The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

**Preference will be given to candidates possessing the following:**

* Previous professional work experience in Personnel Administration (e.g., employee benefits, labor relations, payroll, recruitment).
* Previous work experience requiring timekeeping, payroll processing policies and procedures.
* Previous work experience processing FLMA, Leave of Absence, and Long-Term Disability claims.
* Previous work experience auditing personnel policies and practices for best practices/more efficient ways to perform.
* Previous supervisory experience.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.**

**City of Chicago**

**Brandon Johnson, Mayor**

**Applications for this position will be accepted until 11:59pm CDT on April 10, 2024.**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

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| [Job Search - Basic Search - Taleo](https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang=en) |

**FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA**

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Supervisor of Personnel Administration**

**Supervisor of Personnel Administration (O'Hare)**

**$80,628.00**

**Job #394232**

**03/27/24 - 04/10/24**

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)